

*****IMPORTANT NOTICE – PLEASE READ*****

You are involved in an appeal pending before the Unemployment Insurance Appeals Commission (Commission). The Commission consists of seven members appointed by the Governor and confirmed by the Senate. Each case is assigned to a panel of three commissioners.

The Notice of Receipt of Appeal (NORA), which is enclosed, indicates the docket number assigned to your case. You must reference the docket number in all communications with the Commission. **It is your responsibility to notify us in writing, at the address listed below, if you change your address.**

The NORA indicates if you are represented by an attorney or agent. If you are no longer represented or your representative has changed, you must immediately notify the Commission in writing providing the name and address of your new representative if applicable. Please provide this notice to all other parties as well.

MCL 421.34(4); Michigan Administrative Code (MAC) Rule 792.11420 - allows you to make a written application for oral argument to the Commission within 14 days after the mail date of the NORA. Your written application shall set forth the reasons for requesting oral argument.

MCL 421.34(7); MAC Rule 792.11421 and Rule 792.11422 - allows you to request permission, in writing, to present additional evidence to the Commission. You must explain why the Commission should receive the additional evidence.

MCL 421.34(4); MAC Rule 792.11423 - allows you to request permission, in writing, to submit written argument to the Commission within 14 days after the mail date of the NORA. The Commission may consider a party's written argument only if all parties are represented, or if all parties agree. If by agreement, the agreement must be in writing and received by the Commission within 14 days of the mail date of the NORA. The Commission may also on its own initiative order oral argument or order evidence produced before it.

Applications for oral or written argument and additional evidence must be served on all other parties including the Unemployment Insurance Agency (P.O. Box 169, Grand Rapids, MI 49501-0169) at the time of filing with the Commission. Although the law allows you to seek permission to present additional evidence, submit written argument, or conduct oral argument, you are not required to do so. Deadlines for filing oral and written argument applications are indicated at the bottom of this page. With or without oral argument, written argument or additional evidence, your appeal will receive a thorough and independent review, based upon the record developed by the ALJ. The ALJ record includes the testimony, exhibits, and any written arguments received by the ALJ.

A copy of the transcript of the hearing held before the Administrative Law Judge is NOT required to appeal a decision/order with the Commission. An interested party who wishes to obtain a copy of the transcript may request one, at their cost, by contacting Theresa's Transcription Service at (517) 882-0060. MCL 421.34(10).

After your case is reviewed, you will receive a decision from the Commission including information about your further rights of appeal.

UNEMPLOYMENT INSURANCE APPEALS COMMISSION**P.O. BOX 30475****LANSING, MI 48909-7975****www.michigan.gov/uiac****Telephone: (800) 738-6372 or (517) 284-9300****Fax: (517) 241-7326****Mailed Date: _____****Oral/Written Argument/Additional Evidence Application Deadline: _____**